



BRECKSVILLE CAMPUS

INSTITUTIONAL

EMERGENCY

PROCEDURES

Tornado

Fire

Weapon/Intruder

Medical Emergency

TORNADO

Lead: Manager on Duty or Designee, PD on duty, or Security Officer

Support: PD on duty, Security Officer, Receptionist, others as appointed

DRILL SCHEDULE: 1X PER YEAR

Procedures

- If possible, Lead will notify faculty and staff of possible severe weather via “BRECKSVILLE” email list or intercom (*70). Email to be indicated as high priority.
- Emergency procedures will go into effect when –
 - Lead determines sufficient threat is imminent
 - Brecksville tornado sirens are sounded
- Procedures:
 - LEAD will notify Receptionist or Security Officer to activate STROBE ONLY on alarm system
 - LEAD will make announcement (*70) directing all building occupants to center of building
 - TEACHERS will escort their class to the Shelter Location CLOSEST TO THEIR CLASSROOM
 - TEACHER will verify that the room is empty of all individuals
 - TEACHER will shut the door to the classroom
 - VET LABS: all students and staff to evacuate to MALE/FEMALE RESTROOMS
 - Shelter Locations
 - Lounges (Student, Faculty)
 - Inner Conference Rooms (156, 139)
 - Medical Suite (140)
 - Inner Classrooms (157, 158, 159, 160)
 - Faculty Lounge
 - Student Lounge
 - TEACHER will shut the door to the Shelter Location once all individuals are inside and room capacity is reached
 - RECEPTIONIST AND DESIGNEE/SECURITY OFFICER will “split” building, NORTH/SOUTH, and WALK all outer rooms to ensure evacuation before proceeding to Shelter Location
 - ALL SUPERVISORY PERSONNEL WILL GATHER IN ROOM 156 TO FACILITATE COMMUNICATION / ACTIONS
 - ALL TO REMAIN IN SHELTER LOCATION UNTIL ALL CLEAR IS SOUNDED
 - LEAD will determine “All Clear” and make announcement (*70)
 - TEACHERS to return students to normal classrooms/activities

Note: Administrators and Teachers are to make every attempt to move ALL students / visitors to shelter. If any individuals refuse, focus of attention is to be on those who comply with directions.

FIRE

Lead: Manager on Duty or Designee, PD on duty, or Security Officer

Support: PD on Duty, Security Officer, Receptionist, others as designated

DRILL SCHEDULE: 2X per year (Spring/Fall)

Procedures

- Emergency strobe and alarm will automatically activate if heat/smoke is detected
 - Alarm system will automatically notify fire department
 - Teachers will move all students/visitors to the closest EXTERIOR EXIT to their classroom
 - TEACHER to take ATTENDANCE CARD with him/her before exiting
 - TEACHER will verify room is empty
 - TEACHER will shut door to classroom
 - TEACHER to take ATTENDANCE AGAIN when in safe zone to account for all students
 - TEACHER to remain with his/her class AT ALL TIMES DURING SITUATION
 - If possible, RECEPTIONIST AND DESIGNEE/SECURITY OFFICER will “split” building, NORTH/SOUTH, and WALK all outer rooms to ensure evacuation before leaving building
 - ALL individuals will proceed to the **NORTHEAST CORNER of the property** (intersection sign of Miller and Katherine) and align students along the treelawns (or as close to treelawns as possible during winter)
 - All individuals are to be CLEAR of both Miller Road and the parking lot areas to allow safety equipment to enter/function
 - LEAD will consult with Safety Personnel as needed – especially for permission to re-enter building
 - Animals (IF CONDITIONS PERMIT):
 - VET TECH STAFF to consult LEAD for permission to return to building
 - With permission, VET TECH STAFF may return to the laboratories through BACK OR RUN DOORS and move animals to the WEST parking lot area
- (Note: Community safety personnel are aware that animals are within the building and will attempt to ensure their safety)
- LEAD will determine “All Clear” and communicate to supports
 - SUPPORT personnel will circulate message that all to return to building

NOTE: IN THE EVENT OF A FIRE DRILL, LEAD WILL DETERMINE TIME IT TAKES TO COMPLETELY EVACUATE BUILDING, FROM TIME OF STROBE ACTIVATION TO FULL EVACUATION.

GOAL IS TO EMPTY BUILDING WITHIN 3 MINUTES OF STROBE ACTIVATION

WEAPON/INTRUDER THREAT

Lead: Manager on Duty or Designee, PD on duty, or Security Officer

Support: PD on duty, Security Officer, Receptionist, others as appointed

DRILL SCHEDULE: 1X per year

Procedures

- If possible, person observing intruder/threat will call LEAD or Reception Desk (ext. 100)
- **If not possible, person observing intruder/threat will dial 911**
- LEAD OR DESIGNEE will contact dial 911 via cell phone or other means
- LEAD will activate STROBE LIGHT ONLY
- LEAD will make announcement via intercom the phrase **“Code Arthur”** (*70)
- IF IT IS **SAFE TO MOVE***:
 - All students are to exit the classroom to the nearest exit
 - TEACHER to instruct students to “SCATTER” AT A FAR DISTANCE FROM BUILDING after exiting (Note: this includes crossing Miller Road, going into wooded areas, etc.)
- IF IT IS **NOT SAFE TO MOVE***:
 - TEACHER to instruct students to move to location within classroom that MINIMIZES VISIBILITY from the classroom door window
 - TEACHER to direct students to place any available barriers in front of group (as possible/feasible)
 - TEACHER to **LOCK** classroom door and join students
 - TEACHER to remain with students at all times
 - TEACHER to make best possible determination* if it is possible to move students out of the building.

*Announcing whether to move/not move may be dangerous to the safety of all. In addition, the Lead may not be able to make this determination for all parts of the building. Therefore, each instructor must make the best possible determination whether his/her students should exit the building, or remain in a locked classroom.

- As an intruder may obtain access to the intercom system, Emergency Procedures are to remain in effect until LEAD (or other college official) announces the following over the Intercom:

“ALL CLEAR A-HED”

Due to the uncertainty of these situations, Emergency Procedures after this point will be “as appropriate”.

MEDICAL EMERGENCY

Lead: Dean or Designee, PD on duty, or Security Officer

Support: PD on duty, Security Officer, Receptionist, others as appointed

DRILL SCHEDULE: 1X per year

Procedures

- Teacher or person observing situation will either call Front Desk (extension 100) or designate other person to do so
- RECEPTIONIST to call 911 for emergency medical assistance
- RECEPTIONIST to notify LEAD, including Dean
- RECEPTIONIST to attempt contacting the following individuals, IN THIS ORDER, via phone or INTERCOM to administer First Aid:
 - **TRACY SEGALL, EXT. 140**
 - **CONSTANCE ONEST, EXT. 163**
 - **VETERINARIANS**
 - **REGISTERED VET TECHS**
- LEAD and/or Dean will proceed to location of medical emergency
- LEAD or Dean will assist Emergency Personnel as possible
- (If student is conscious): LEAD or Dean will ask student if they want a family member or friend notified
 - LEAD or Dean will ask student if he/she wants to take purse/laptop/other personal belongings to hospital or secure at school. Will secure items in safe if left at school.
- (If student is not conscious): LEAD or Dean will retrieve student Emergency Contact and place call to that individual, informing them of situation and victim's location.
 - LEAD or Dean will gather student's purse/laptop/other personal belongings and secure in safe
- (Once student is transported by EMS)
 - LEAD to consult with teacher or person first observing situation to complete Incident Report.
 - LEAD to obtain Incident Report from any witnesses (if/as needed)
 - LEAD to enter comments on situation in student's CampusVue record, or ensure entry is made by other staff
 - LEAD to give copy of all Incident Reports to Dean; originals to Bookkeeping
- LEAD to assist appropriate internal and external personnel in following up situation